

# Candidate Information Bulletin



## STATE OF UTAH Nail Technician Examination

### Examinations

- Utah Nail Technician Theory Examination
- Utah Law and Rules Examination
- Utah Nail Technician Practical Examination

### Introduction

The State Board Examination Program is designed to test the candidate's knowledge, skills, and abilities to practice and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

This *Bulletin* is a guide for the candidate. If you have additional questions, you may contact the Division of Occupational and Professional Licensing (DOPL) concerning licensing questions, and contact Experior Assessments concerning questions on the examination process. **The Examination Registration Form and documentation is mailed to Experior, NOT to the DOPL.**

### Registering for the Examination

Specific Theory and State Law Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once each month in the St. George area. Register for the examination either:

1. **By Mail.** Complete the enclosed Application for Admission to Licensing Examination and return it by mail to Experior with your examination fee(s) made payable to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time of your test.
2. **By Telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday. Simply pay for your examination with a major credit card (MasterCard or Visa).

**Payment must be made in advance.** You may reschedule your Theory and/or Law examination for a \$10.00 rescheduling fee up to the time of your

appointment. If you fail to appear for your appointment or are not admitted due to lack of proper identification, your examination fee will be forfeited and you must reapply for the examination. No exceptions are allowed. **Examination fees will not be refunded and are not transferable.**

**Due to the logistics of scheduling a Practical performance examination, you may not reschedule this examination. If you fail to appear, missed your scheduled time or were not admitted due to lack of proper identification, your fee will be forfeited and you must reschedule.**

### Licensure Process

Upon completion of all licensure requirements including passing all examination(s), submit a complete application for licensure to:

By US Mail

**Division of Occupational and Professional Licensing**  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

**Division of Occupational and Professional Licensing**  
160 East 300 South, 4th floor  
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at <http://www.dopl.utah.gov>

You may also obtain licensure applications from:

*Experior*

5486 South 1900 West, Suite C  
Taylorsville, Utah 84118  
801.355.5009

E-mail: [contactus@experioronline.com](mailto:contactus@experioronline.com)

In the subject you must specify: **UT Cos**  
Web site: [www.experioronline.com](http://www.experioronline.com)

### Fees (subject to change)

The fee for the Utah Nail Technician Theory Exam and Utah Law and Rules Examination is **\$65.00**. Fee includes same-day theory or law score. If you retake one part of the Theory or Law examination the fee is **\$50.00**.

The fee for first-time and retake candidates for the Utah Nail Technician Practical Examination is **\$75.00**. Same-

day scoring is not available for the Practical Examination.

Therefore, a candidate scheduling for all three exams would have a total fee of **\$140.00**.

### Computerized Testing

Examinations are administered using Experior user-friendly, Microsoft Windows®-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. **You do not need computer experience to use this system.** In fact, you only use five keys on the entire keyboard to take the test. (The other keys are disabled. There is no way you can damage your test by accidentally touching a wrong key.)

Before you begin your examination, you are allowed to take a short practice examination to become familiar with the computer testing system. A friendly Experior test monitor will help you if you need further assistance.

You will receive your score at the conclusion of the examination.

### Walk-In Computer Theory and Law Testing

You may simply walk in and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee, plus the walk-in fee, must be paid before taking the examination.

### Practical Test Information

Information will be provided shortly. It is anticipated that the Practical examinations will be offered twice a month in the Salt Lake City area and once a month in the Logan area and alternating months in the Cedar City/Provo area.

### Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability before scheduling your examination.

If English is your second language, please note that a language barrier is not considered a disability.

### What to Bring with You

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to test and you will forfeit your fee.

### How to Take Your Examination

All examinations are closed book. No reference materials, notes, cellular telephones, pagers or beepers are permitted. Briefcases, backpacks, purses, bags, etc. must not be taken into the Theory and Law examination room.

You may not eat, drink or use tobacco in the testing room.

### General Policies and Procedures

#### Security Policies

Irregularities observed during either the Theory or the Practical test administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your test participation, or to invalidate or cancel scores. Irregularities may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of testing materials.

Experior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the test center.

#### Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

#### Emergency Policy

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of the Experior. If a test center is open for testing and you choose not to appear for testing,

your fee will be forfeited and you will need to reschedule your examination.

If you have concerns, contact Experior.

### Environmental Distracter

Although Experior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

### Score Information

Each Computer Theory and Law Examination is scored the same day it is administered. To ensure your confidentiality, no test scores are given over the phone.

A score of 75 or higher is needed on the Manicure Theory, Utah Law and Manicure Practical examinations in order to pass that particular examination.

If you do not pass the examination, you may request a strength and weakness report. This will help you determine areas where more study is needed before you retake the test. The per exam fee for this report is **\$15.00**. (The report is only available for your most recent examination.) You must send a **written** request to Experior after being notified of your score.

### Candidate Feedback

Candidates' have several opportunities to make comments and/or appeals regarding their testing process.

### Candidate Support Specialists (Operational Concerns)

If you have a concern or comment regarding the testing process, you may call Experior at the phone number shown on page 1. These types of concerns typically involve the scheduling of your exam, your experience at the testing center, and your interactions with Experior personnel.

### Candidate Comments (Operational Concerns and Exam Concerns)

You are invited to make comments regarding both your testing experience and the content of the examinations at the end of your exam. For exams administered through paper and pencil, candidates are invited to fill out a "Question/Comment Form: and/or an "Your Opinion Matters Form". Experior takes all candidate comments seriously and all comments will be reviewed by Experior staff. However, you will **NOT** receive direct feedback about your comments. If you would like a written response from Experior, you will need to file an appeal (see the Candidate Appeal section below).

### Appeal Committee (Exam Concerns)

If you have a concern involving the content or scoring of your examination and would like a written response from Experior, you will need to submit an appeal letter. Please include your name, social security number, name of the exam, date tested, and a specific description of your concerns. The letter should also contain your original signature. Faxes and e-mail appeals will not be accepted. Your letter should be sent to the following address:

Appeal Committee  
Experior Assessments  
1360 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5252

A summary of the Committee's decision regarding your complaint will be sent to you within two weeks of receiving your letter.

Comments must be from the candidate and not a third party.

### Nail Technician Theory Examination Outline

The examination consists of 100 multiple-choice. You will have two hours to complete the examination. A score of 75 or higher is required to receive a passing grade. An approximate percentage is provided.

- |   |            |
|---|------------|
| <b>1. General Concepts</b>              | <b>10%</b> |
| A. Sanitation and Infection Control     |            |
| B. Client Protection                    |            |
| C. Salon Ethics                         |            |
| D. Salon Management                     |            |
| <b>2. Applied Anatomy</b>               | <b>20%</b> |
| A. Bacteriology                         |            |
| B. Anatomy and Physiology               |            |
| 1. Nails (Hands and Feet)               |            |
| a. Structure, Composition and Growth    |            |
| b. Diseases and Irregularities          |            |
| 2. Skin                                 |            |
| a. Structure and Function, Regeneration |            |
| b. Disorders                            |            |
| c. Muscles, Nerves and Blood            |            |
| <b>3. Chemical Concepts</b>             | <b>20%</b> |
| A. Product Knowledge                    |            |
| B. Ingredients and Usage of Materials   |            |
| C. EPA and OSHA Requirements            |            |
| D. Manicuring and Pedicuring            |            |
| <b>4. Physical Concepts</b>             | <b>50%</b> |
| A. Purpose and Effects                  |            |
| B. Preparation                          |            |
| C. Supplies and Equipment               |            |
| D. Procedures                           |            |
| E. Care, Safety and Sanitation          |            |

Points 1-9 below apply to A, B, C, D, and E above:

1. Massage
2. Manicure
3. Pedicure
4. Gel Nails
5. Nail Artistry
6. Nail Wraps
7. Nail Tips
8. Sculptured Nails
9. Repair Techniques

### State Laws and Rules Examination

This examination is a closed-book examination that consists of 50 multiple-choice questions. You will have 1.5 hours to complete this examination. A score of 75 or higher is required to receive a passing grade.

**State Laws and Regulations 50 Questions**

### Suggested References

Test questions are developed from industry standards. This examination emphasizes information presented in these references.

*Milady's Standard Textbook of Cosmetology*,  
Delmar Publishers, 800-347-7707

*Milady's Art & Science of Nail Technology*, Delmar  
Publishers, 800-347-7707

*Salon Fundamentals: A Resource for Your  
Cosmetology Career*, Pivot Point International, Inc.  
800-886-4247

*Utah State Laws, Rules and Regulations*

### Utah Law and Rules Examination References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$15.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form. **All sales are final.**

### Practical Examination

The practical portion consists of actual demonstrations. You are required to bring a kit containing all the required supplies and a model. The model must be at least 16 years old. The model must be appropriate for

examination purposes. The model must have adequate nail growth (at least 1/8" long, free edge showing). Make sure that your model reads and understands this portion of the Bulletin and signs the Model Affidavit. The Model Affidavit will be included with your Admission Packet and it is to be given to the administrator at the test site.

The model **may not** participate in any way during your examination, for example, there is to be no talking or handing you supplies, etc.

Models for the Nail Technician Examination **ARE NOT** permitted to have any type of artificial nails.

You will be given instructions before beginning each service. Be aware that an examiner is always rating you. The examiners will rate more than one person for each service. If for some reason, your performance is not observed, you may be requested to repeat a task.

Each service on the Practical examination has a time limit. If you do not complete the work within the time limit you will be graded appropriately. The practical exam takes approximately one and one-half to two hours to complete.

During the Practical examination, you must follow all appropriate rules for client protection that will ensure the health, safety, and welfare of the public. This includes personal preparation and infection control in addition to being in control of your kit at all times as a safety issue.

If a blood spill should occur, you are responsible for following the blood spill procedure as it is explained at the test site. **If you do not follow the blood spill procedure, you will automatically fail that service.**

You are responsible for bringing your own supplies. You are required to bring a sufficient quantity of supplies as listed below, in sanitary condition, including the required instruments in proper working order. **All bottles, jars and containers must be labeled.** The kit will be used during the examination as a dry sanitizer. You may not borrow from another candidate or from the test site location.

**All products must be manufacturer labeled. Supplies must be odorless or odor-free and clearly labeled as such by the manufacturer. If you do not comply with all policies and procedures, you may not take the examination and your fee will be forfeited.**

### What Wear and Bring to the Practical Exam

1. Your model. See model requirements.
2. Current, valid photo identification (driver's license).



3. Model Affidavit and Candidate Admission Letter.
4. The candidate must appear in a proper, clean professional attire. **IF YOU WEAR A SMOCK OR UNIFORM, THE NAME OF YOUR SCHOOL MUST NOT BE VISIBLE.**
5. The candidate's personal appearance must be neat and clean.
6. The following beauty kit (equipment and supplies):
  - Cotton towels
  - Cotton
  - Massage cream
  - Antiseptic
  - means of showing that implements have been disinfected, i.e. implements in a zip lock bag that is labeled "disinfected/sanitized implements"
  - Sanitizer for candidate's hands
  - Bag for disposal of waste materials
  - complete manicuring supplies
  - red polish
  - Paper Towels
  - 1 powder container
  - Base coat
  - Top coat
  - Soap bath dish
  - Cuticle remover
  - Scissors
  - Nail Clippers
  - 1 (natural nail) file
  - 2 files (artificial nails)
  - Orange wood sticks
  - Metal pusher
  - Buffer
  - Nail brush
  - Sculpture brush
  - Primer
  - Cuticle oil
  - Nail Forms
  - Nail tips
  - Nail glue
  - Linen or silk (uncut)
  - Sculpture nail powder
  - Sculpture nail liquid
  - Fiberglass nail wraps
  - Accelerator
  - Sanding discs or files
  - Fiberglass glue
  - Glue remover
  - Nail polish remover

## Practical Examination Outline

### **Safety, Sanitation and Infection Control**

(Tasks are included in the services shown below.)

Infection control includes proper care of your workstation which includes a safe environment. You must demonstrate appropriate personal hygiene, client protection and infection control. When you complete your examination, you will clean your chair, table, stool, and all of your surrounding areas. You must maintain control of your kit at all times in order to have a safe environment.

### **Basic Manicure and Polish Service**

You will prepare your model for a basic manicure on one hand only. For the purpose of the examinations, there will be no nipping of the cuticle. You will proceed with the polishing of the nails on one hand only. You will be scored on the application of the polish and the over-all appearance of the nails. You will be observed for infection control, cuticle pushing, nail filing and massage.

**Time Allowed: 30 minutes**

**19 tasks**

### **Sculptured Nail Service**

You will place one sculptured nail on the un-manicured hand. You may use any nail you wish. You will be observed for infection control, application, filing and the final appearance of the nail.

**Time allowed: 20 minutes**

**16 tasks**

### **Nail Tip Application Service**

You will apply a nail tip to one nail only on the un-manicured hand. You may use any nail you wish. You will be observed for infection control, application, filing and the final appearance of the nail.

**Time allowed: 20 minutes**

**14 tasks**

### **Nail Wrap/Fiberglass Application Service**

You will apply a nail wrap to one nail only on the un-manicured hand. You **WILL NOT** apply the nail wrap to the nail tip but to a natural nail. Please use linen/silk or Fiberglass for this portion of the examination. You will be observed for infection control, application, filing, and the final appearance of the nail.

**Time allowed: 20 minutes**

**14 tasks**

## Practical Tasks Statements

### **Basic Manicure and Polish Service**

1. Uses sanitized disinfected implements for the manicure
2. Disinfects table
3. Prepares towel cushion
4. All bottles properly labeled
5. Disinfects hands (candidate)

6. Disinfects hands (model)
7. Holds back sides of nail while filing
8. Files from outside edge to center
9. Avoids filing top of nail
10. Softens cuticle area
11. Holds tool properly
12. Uses proper amount of pressure
13. Massages hand, fingers, and arm
14. Uses base coat
15. Applies polish smoothly and evenly
16. Applies top coat properly
17. Removes all traces of polish from cuticle
18. Maintains work area in safe, sanitary condition
19. Blood spill did not occur or occurred and was handled properly

#### **Sculptured Nail Service**

20. Disinfects hand (model)
21. Pushes back cuticle
22. Shine removed from nail plate
23. Safely applies primer or nail prep product
24. Nail form applied properly
25. Product applied evenly to nail
26. Cuticle area remains free of product
27. Bottles and jars capped when not in use
28. Files and shapes nail
29. Nail is buffed
30. Cuticle remains undamaged
31. Smooth appearance of finished nail
32. Natural appearance
33. Disposes of soiled material in a sanitary manner
34. Maintains work area in safe, sanitary condition
35. Blood spill did not occur or occurred and was handled properly

#### **Nail Tip Application Service**

36. Disinfects finger (model)
37. Pushes cuticle area back
38. Shine removed from nail plate
39. Selects proper nail tip
40. Attaches nail tip to natural nail
41. Attachment is completed in proper manner
42. Bottles and jars capped when not in use
43. Nail and cuticle free from bonding material
44. Undamaged cuticle area
45. Smooth appearance of free edge
46. Tip flush with natural nail
47. Disposes of soiled material in a sanitary manner
48. Maintains work area in safe, sanitary condition
49. Blood spill did not occur or occurred and was handled properly

#### **Nail Wrap Service**

50. Disinfects model's nail plate
51. Prepares wrap in the proper manner
52. Material properly trimmed
53. Properly applies adhesive to nail plate
54. Cuticle free of adhesive
55. All bottles and jars are capped after use
56. Holds fingers properly when filing
57. Nail plate is lightly buffed to remove shine from plate
58. Cuticle remains undamaged
59. Smooth appearance of finished nail
60. Entire nail service is covered by the wrap
61. Disposes of soiled material in a sanitary manner
62. Maintains work area in a safe, sanitary condition
63. Blood spill did not occur or occurred and was handled properly